

**CHAPTER 2: BOARD OF TRUSTEES  
ADMINISTRATIVE PROCEDURE NO. 2345**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Public Participation at Board Meetings

**Adoption Date:** October 7, 2008

**Revision Date:** April 10, 2012; March 22, 2016

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

**Policy Reference:** Education Code 72121.5;  
Government Code Section 54954.2;  
Brown Act Amendments, 1994

- I. The open forum is designed to provide those who wish to speak on a specific topic directly related to Community Colleges to formally address the Board of Trustees.
  - A. Persons representing an organization or group should submit a written request to the President/Superintendent prior to the meeting at which the requested presentation is to be made.
  - B. The request should include the name and address of the person requesting to speak, the name of the organization or group represented, if any, and a statement of the subject to be presented.
  - C. Five minutes will be allotted to each speaker and twenty minutes to each subject matter, unless the time is expanded by the President of the Board of Trustees.
  - D. Individuals wishing to address the Board may also attend a Board meeting, complete the Open Forum form and submit it to the secretary. The same time frames will apply as stated in Item C.
- II. Addressing the Board regarding items on a published Board agenda:
  - A. If community members wish to address the Board on a topic under discussion, they will seek recognition by the President of the Board of Trustees.
  - B. The President of the Board reserves the right to limit discussion on any topic before them.